



School of Medicine
Oregon Health & Science University
Division of Management

MGT 535 Career Management

Fall 2015 Syllabus

Course Description	<p>A successful career requires adept career management. This course introduces students to strategies that will help them navigate the challenges and opportunities in the world of work. Students will examine their own beliefs about how to manage careers. They will learn what it means to develop a “working identity”. Students will learn how to conduct career experiments, develop new professional networks, and craft their own career narratives. The world of work undergoes tremendous constant changes brought about by such factors as technology, globalization, and regulations. MGT 506 students will be better able to anticipate and recognize these changes and make informed career decisions.</p>
Credit Hours	<p>1 quarter credit</p>
Faculty Information	<p>Rob Seemann, MSW Adjunct Instructor seemannr@ohsu.edu</p> <p>I will be online frequently throughout the quarter, including evenings and weekends. I will attempt to respond to any e-mail inquiries as soon as possible after we receive them.</p>
General Course Meeting Information	<p>This course meets Monday, September 28 through Friday, December 18. The syllabus is structured so that you can easily navigate week by week through the course materials and assignments over the ten weeks. This is an interactive course with an emphasis on learning through reflection and use of assigned activities and exercises. Active participation in online discussions is an integral part of the overall learning experience.</p> <p>Two face-to-face (F2F) sessions will be held, one in the first week (Saturday, October 3, 9 AM to 2 PM) and the second in the tenth week (Saturday, December 5, 9AM to 2PM). Both F2F sessions will be held in CDRC 3200. Attendance at each F2F session is required unless a pre-arranged absence has been negotiated.</p> <p>The remainder of the coursework is offered online through Sakai. Weekly modules</p>

will begin on Monday of each week. Assignments are due at 11:55 pm Pacific Time on designated days.

Required Texts

Ibarra, H. (2004) *Working identity: Unconventional strategies for reinventing your career*. Harvard Business Review Press.
ISBN-10: 1591394139
ISBN-13: 978-1591394136
MSRP: \$17.00

Additional materials will be available in Sakai as part of the Course Materials. Students are encouraged to keep copies of readings and links that they may want to use in the future as the materials will no longer be available once the course is complete.

Course Outcomes

Upon successful completion of this course, students will:

1. Define Ibarra's concept of "Working Identity"
2. Name and describe a conventional (linear) model of career management
3. Name and describe the test-and-learn (circular) model of career management
4. List and describe nine of Ibarra's unconventional career management strategies
5. Explain the importance and role of shifting connections and making sense of career narratives
6. Utilize Ibarra's concepts of crafting experiments to increase one's career management acumen.

Alignment in the Curriculum

This course is a foundation course in the Graduate Certificate and MS in Healthcare Management curricula and while this course contains aspects of all of the program's learning goals, it focuses on the following:

LG3 Awareness: Assess the emotional state of one's self, understand one's impact on others, and act to promote a strengths-based appreciative climate.

LG4 Communication: Engage audiences by appropriately and thoughtfully informing, influencing and inspiring diverse stakeholders.

There are no prerequisites for this course.

Attendance Requirements

Attendance at the face-to-face sessions is required as is participation in the online component of the course. Students are expected to be present and participate in discussions in a professional and respectful manner. Failure to attend or participate in class may adversely affect your final grade. See the gradebook for details.

Grading Policy

Grades are based on the following criteria:

A	95-100%	B-	80-82%	D+	67-69%
A-	90-94%	C+	77-79%	D	63-67%
B+	87-89%	C	73-76%	D-	60-62%
B	83-86%	C-	70-72%	F	Below 60%

Grades will be based on scores from Forum posts and participation, two problem analyses, and participation in the in-person class meetings. The point breakdown is as follows:

70% Discussion Forums
20% Face-to-Face Participation
10% Final Paper

Graduate credit will be granted for a class grade of C or better, however a class grade below B is cause for serious concern.

Grades are due to the Registrar's Office by December 25, 2015. Students will find official grades posted in [SISweb](#) by the following Friday. If at this time you do not see your grades in SISweb, please contact the Division at 503-346-0375.

Forums

You will have forum questions and/or assignments each week for online response. The effectiveness of the class relies on active participation in online discussions as well as the two face-to-face class sessions.

To earn full participation points in the forums, a good guideline is to post at least **1 substantive contribution to further an ongoing discussion thread on 2 out of 7 days each week** (i.e. 2 substantive posts and active in the "classroom" on at least 3 days). A posting that states "I agree" or something similar is not considered a substantive post.

Submissions

Your written assignments will be graded based on how well you have applied the course material and expressed yourself clearly and insightfully. Please refer to Sakai for specific assignment details.

Copyright Information

Every reasonable effort has been made to protect the copyright requirements of materials used in this course. Class participants are warned not to copy, audio, or videotape in violation of copyright laws. Journal articles will be kept on reserve at the library or online for student access. Copyright law does allow for making one personal copy of each article from the original article. This limit also applies to electronic sources.

To comply with the fair use doctrine of the US copyright law, Sakai course sites close three weeks after grades are posted with the Registrar. Please be sure to download all course material you wish to keep before this time.

**Syllabus
Changes &
Retention**

This syllabus is not to be considered a contract between the student and the School of Medicine. It is recognized that changes may be made as the need arises. Students are responsible for keeping a copy of the course syllabus for their records. *HOWEVER PLEASE NOTE: the course outline posted on Sakai will have the most up to date information.*

Student Access

Our program is committed to all students achieving their potential. If you have a disability or think you may have a disability (physical, learning, hearing, vision, psychological) which may need a reasonable accommodation please contact Student Access at (503) 494-0082 or e-mail at studentaccess@ohsu.edu to discuss your needs.

You can also find more information [here](#). Because accommodations can take time to implement, it is important to have this discussion as soon as possible. All information regarding a student's disability is kept in accordance with relevant state and federal laws.

**Inclement
Weather Policy**

When the weather forecaster is calling for ice or snow, call the OHSU Alert Line, 503 494-9021, for information regarding weather conditions that may affect operations at OHSU. If classes are canceled or delayed, residents and students who have patient care responsibilities must meet those obligations. See this [website](#) for details. For more information specific to the Division, please visit our [website](#).

**Academic
Honesty**

Course participants are expected to maintain academic honesty in their course work. Participants should refrain from seeking past published solutions to any assignments. Literature and resources (including Internet resources) employed in fulfilling assignments must be cited. More information can be found online [here](#).

In an effort to uphold the principles and practice of academic honesty, faculty members at OHSU may use originality checking systems such as *Turnitin* to compare a student's submitted work against multiple sources. More information about Turnitin and plagiarism can be found online through [OHSU's Teaching & Learning Center](#).

Use of Sakai

This course will have an online component, which can be accessed through Sakai, OHSU's online course management system. For any technical questions or if you need help logging in, please contact the Sakai Help Desk.

Hours:

Sakai Help Desk
Mon – Fri, 8 am – 10 pm
weekends 12 pm – 5 pm

Contact Information:

Local 503-494-7074
Toll-free 877-972-5249
email sakai@ohsu.edu

Please remember, Sakai course sites close three weeks after grades are posted with the Registrar. Please be sure to download all course material you wish to keep before this time.

Use of the Library

Students have access to the OHSU library. Physically, the library is located in the BICC building on the Marquam Hill Campus. Online, the library has many resources helpful to students including online texts and journal access.

Online Access to Journal Articles in OHSU Library

1. Go to <http://www.ohsu.edu/library>
2. This will bring up the Library home page where you can enter the name of the journal. Enter the name of the journal; e.g., *Health Affairs*. Then click *Go*.
3. If connecting from a non-OHSU computer (and if requested), enter OHSU log-in information when requested.
4. Click on the appropriate link to get to the journal that you want and then select the particular issue of the journal.
5. Click on the article that you want. This will give you free access to the journal.